**What’s New In Accounts Payable – A Fond Goodbye to the ‘C-Form’ Name**

As of October 16th 2013, the new Procurement/Disbursement Authorization Forms (PDA) were introduced. The old C-368 Forms and travel C-1A, C-5, C-7, C-7A Forms will be phased out and no longer accepted after December 31, 2013.

Please use these new PDA Forms going forward:

1. PDA-NA Form (Non-Affiliates) This form should be used for Corporate Suppliers/Individuals or Non Corporate Entities
2. PDA-ES Form (Employee/Student) This form should be used for Employees/Students and Foreign National Employee/Students for taxable payments, Human Subject Advances and Refunds. Reimbursements should be going through Concur.
3. PDA-F Form (Foreign Non-Affiliates-Corporations/Individuals) This form should be used for all Foreign Corporation/Foreign Individuals or Non Corporate Entities and Foreign Drafts.
4. PDA-W Form (Wire Transfer) This form should be used only for payments over $100,000 or International Payments specifically stating wire transfer is required can be paid via Wire/ACH transfer, unless authorized by the treasurer’s office.

Please note:
- Do not make any changes to the format of the PDA Forms. The PDA Forms will be scanned using OCR (Optical Character Recognition) and it is important for recognition purposes that the formatting remain the same.
- The invoice description located below invoice date/invoice number is for a brief description such as membership #/account # or a short summary. This description feeds into the General Ledger.
- You will also need to fill out the business justification section with the full description.

**Attention PO Managers **

During the weekend of December 7th the BEN Pays Imaging system (MarkView) will be upgraded. The changes will be effective on Monday, December 9th. While there will be some changes to the invoice image viewer, the major functionality will remain unchanged.

No end user training is required to access the upgraded application on December 9th but we will be sending a new application URL for you to bookmark in your browser. Additionally, the BEN Pays User Guide and Quick Reference Guide will be updated to reflect the changes.

**Note:** Flash Player will be required

(All versions of Flash Player 10 or 11 for Windows O/S and Flash Player 10 for Mac O/S are supported)

**UPDATE: ALL USING CONCUR EXPENSE**

The TEM Team is pleased to announce that as of October 14, 2013, all Schools and Centers are now using the Concur Expense module of the Concur Travel & Expense Management (TEM) application, the system used to submit expense reports for reimbursement by faculty, staff, and students who incur travel or out-of-pocket expenses, or anyone who creates expense reports on behalf of others. Now that the system is being used campus-wide, we wanted to share some important reminders, helpful hints, and resources.

**In This Issue...**

BEN Knows...........................................Page 19
Cashier’s Office Winter Break Hours ........Page 7
Office of the Comptroller
  - Accounts Payable Cutoff Dates, etc. ......Page 5
  - Payroll Dates & W-2 Info .....................Page 3
  - Tax Office Cutoff Dates, etc. ..........Page 2
Did You Know ..................................Page 11
Financial Training Dept. News .............Page 20
Gifts Accounting & Administration
  - Winter Break & Gift Deadlines ...........Page 7
ISC – PennNet Phones, etc. ...............Page 16
ISSS – H-1B Checklist .......................Page 14
Purchasing Services ..........................Page 9
Quarterly Quiz .................................Page 11
Research Services ............................Page 12

See inside for VP of Finance & Treasurer
Winter Break Hours

Continued on page 8
**Tax Area News:**

**ADP W-2 Services**

We are pleased to announce ADP W-2 Services, a new benefit for all associates. Through ADP, our W-2 provider, we will be able to offer to you:

- Access to W-2 forms 24 hours per day, 7 days a week for both Active and Terminated individuals
- Secure Employee Access
- Single Sign-On capabilities (PennKey and Password)
- Employee Friendly Registration Process
- Opt out of printing W-2 form, which supports the University’s green initiative (Employees will have until December 31st to make their suppression selection)
- Ability to upload payroll tax information directly into tax software such as TurboTax
- Online Help and FAQ

W2 forms for tax year 2012 and prior will remain on the U@Penn portal under “My Tax Info”: [www.upenn.edu/u@penn](http://www.upenn.edu/u@penn).

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your yearend information.

For further information on this service please go to: [http://www.finance.upenn.edu/comptroller/Tax_International_Operations/Payroll_Tax/W-2_Services.shtml](http://www.finance.upenn.edu/comptroller/Tax_International_Operations/Payroll_Tax/W-2_Services.shtml)

---

**Treaty Exemptions**

Treaty exemptions are granted on a calendar year basis and therefore must be renewed each January. Please advise all **monthly paid** individuals who believe they are entitled to an exemption from Federal taxes to report to the Tax Office. These individuals must bring proper identification to confirm their eligibility and sign the appropriate Tax Treaty documents for the 2014 tax year. They should also bring their most current immigration document with them. Please note that we are unable to provide treaty benefits to **weekly paid** individuals.

In order to meet the deadline for the January 2014 payroll, employees must visit the Tax Office, 3451 Walnut St, Room 308, by Wednesday January 22, 2014.

If they do not meet the January deadline they may still apply for the exemption, however the treaty benefits will not take effect until February. Please note that Payroll will not refund the Federal Withholding Tax for individuals who missed the January 2014 deadline. The individual can claim the exemption when filing their 2014 tax return.

Please call the Tax Office at 898-6291 with any questions or concerns.

---

**Tax Changes 2014**

Social Security wage base will be increased to $117,000, up from the 2013 wage base of $113,700. As in prior years, there is no limit to the wages subject to Medicare; therefore all covered wages are still subject to the 1.45% tax. As in 2013, wages paid in excess of $200,000 in 2014 will be subject to an extra 0.9% Medicare tax that will be withheld from employees' wages.
## Weekly Closing Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Weekly Pay Date</th>
<th>Supporting Documents for New Appts must Reach HR Records by 5 PM</th>
<th>Additional Pay Due in Payroll by 5 PM</th>
<th>Time Reporting by 3 PM</th>
<th>Database Changes to Existing Records before 5 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-Nov-01-Dec</td>
<td>06-Dec</td>
<td>25-Nov</td>
<td>27-Nov</td>
<td>02-Dec</td>
<td>02-Dec</td>
</tr>
<tr>
<td>02-Dec-08-Dec</td>
<td>13-Dec</td>
<td>02-Dec</td>
<td>06-Dec</td>
<td>09-Dec</td>
<td>09-Dec</td>
</tr>
<tr>
<td>09-Dec-15-Dec</td>
<td>19-Dec</td>
<td>04-Dec</td>
<td>10-Dec</td>
<td>11-Dec</td>
<td>11-Dec</td>
</tr>
<tr>
<td>16-Dec-22-Dec</td>
<td>20-Dec</td>
<td>06-Dec</td>
<td>12-Dec</td>
<td>13-Dec</td>
<td>13-Dec</td>
</tr>
<tr>
<td>23-Dec-29-Dec</td>
<td>03-Jan</td>
<td>18-Dec</td>
<td>27-Dec</td>
<td>30-Dec</td>
<td>30-Dec</td>
</tr>
</tbody>
</table>

**First Weekly Payroll for 2014**
Please note that the 01/03/2014 payroll will run on Monday 12/30/13.
All time must be entered in the payroll system by Monday 12/30/13 at 3:00 p.m.

## Monthly Closing Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Monthly Pay Date</th>
<th>Supporting Documents for New Appts must Reach HR Records by 5 PM</th>
<th>Additional Pay Due in Payroll by 5 PM</th>
<th>Time Reporting by 4 PM</th>
<th>Database Changes to Existing Records before 5 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Dec-31-Dec</td>
<td>20-Dec</td>
<td>11-Dec</td>
<td>13-Dec</td>
<td>16-Dec</td>
<td>17-Dec</td>
</tr>
</tbody>
</table>

Payroll 2013 Year End Dates

**Off Cycle Payments (OCP)**
- The last payroll for 2013 will be run on 12/17/13. As we all prepare to leave for winter break we will strive to process all payment requests within a 3 day window (not the normal 3 to 5 day).
- We will continue to accept payment requests through 5:00 p.m. on 12/18/13. If an individual has direct deposit, the off cycle payment will be deposited to that account. Otherwise, the payments will go to the existing individual’s Total Pay Card account or a new Total Paycard account will be established if necessary.

**Overpayments**
- All overpayments must be communicated to the payroll office by 12/18/13. Overpayments reported to the Payroll Office after this date will be considered “prior year” overpayments and will have further tax implications to the employee.
- All overpayments must be paid in full by 01/03/14 – checks can be submitted and should be made payable to the Trustee’s of the University of Pennsylvania and forwarded to the Payroll Office for priority handling. If an employee is writing a check it must be for the full amount of the overpayment. No partial payments will be accepted.
- Reminder: Overpayments recovered in the following year (after 01/04/13 deadline) will have further tax implications to the employee.

**Address Changes**
- Deadline is 1/03/14. We ask that employee’s change their own address by logging onto the U@Penn website at www.upenn.edu/u@penn and click on the My Profile link in the Personal Resources, Health and Welfare section in the left hand column.
- Alternatively, your employees may contact their Business Administrator and request that the BA make the appropriate address change in the payroll system.
- W-2 forms are sent to the permanent address listed in the Payroll system. If not available, the current address is used.

**Foreign National Social Security Numbers**
- If you were issued a temporary Social Security number from the University of Pennsylvania upon your hire and have now been assigned a valid Social Security number, you must provide Human Resources with this updated information.
- If you haven’t already done so, please bring a copy of your Social Security card to Human Resources at 3401 Walnut St, 5th Floor.

**Payroll Office**
Franklin Building
3451 Walnut Street, Room 310
If you have any questions, please call 215-898-6301

**PAYROLL & TAX OFFICE HOURS FOR WINTER BREAK**
The Payroll and Tax Office will be staffed over the Winter Break to take phone calls and respond to e-mails only as follows:
- Wed. 12/25/13 Closed
- Thurs. 12/26/13 Closed
- Fri. 12/27/13 8:00 a.m. – 12:00 p.m.
- Mon. 12/30/13 8:00 a.m. – 12:00 p.m.
- Tues. 12/31/13 8:00 a.m. – 12:00 p.m.
- Wed. 01/01/14 Closed

Please note: No window hours.
Accounts Payable 2013 Year End Dates

The following are the year-end processing cut-off dates for the AP Office. In order to ensure requests are processed before the end of the year, we are requesting you submit all requests by the dates listed below.

Requests submitted after these dates may still be processed before the end of the year, however, due to the increased volume of requests we receive during this time we cannot guarantee they will be processed. The dates are as follows:

**Wednesday, December 11, 2013 at 5:00 p.m. to be processed before December 31, 2013:**
- PDA Form & Purchase Order invoices
- Request Final Closing of PO’s
- Requests to correct and reverse receipts

**Tuesday, December 17, 2013 at 2:00 p.m. to be processed before December 24, 2013:**
- Will Calls

---

**What’s New in Accounts Payable?**

**1099 Manual Process for Payments Made Outside of BEN Financials for 2013**

Below is the new procedure for gathering 1099 information for individuals who are paid more than $600 via Petty Cash, Gift Cards, etc.

- Collect W9’s for participants who will meet the minimum of $600 requiring a 1099
- Store W9’s in a secure location until the end of the calendar year
- Keep a running spreadsheet throughout the year keeping track of which participants/individuals will meet the $600 threshold for payments.
- Spreadsheet can be found on AP website/Documents/Forms http://www.finance.upenn.edu/comptroller/forms/#Accounts_Payable
- Print spreadsheet and attach W9’s (only for participants who require a 1099) and send to Accounts Payable by January 8, 2014
- Email spreadsheet to joycers@upenn.edu by January 8, 2014

---

**AP Coverage for Winter Break**

The AP office will be staffed over the Winter Break to take phone calls and respond to emails only as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed.</td>
<td>12/25/13</td>
<td>Closed</td>
</tr>
<tr>
<td>Thurs.</td>
<td>12/26/13</td>
<td>Closed</td>
</tr>
<tr>
<td>Fri.</td>
<td>12/27/13</td>
<td>Closed</td>
</tr>
<tr>
<td>Mon.</td>
<td>12/30/13</td>
<td>8:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Tues.</td>
<td>12/31/13</td>
<td>8:00 a.m. – 12:00 p.m.</td>
</tr>
</tbody>
</table>

Please note: There will be no AP window hours.*

*If you have an emergency you may call the Helpdesk (215-898-2626) or e-mail APSUP@exchange.upenn.edu during office hours.
All C-Forms will be phased out and will not be accepted after December 31, 2013 with the following exceptions:

- **C-1** Travel and Entertainment Reimbursement Form Only for individuals not affiliated with Penn (Currently under the IRS ‘Accountable Plan’ rules)
- **C-2** Human Subject Payment Voucher
- **C-12** Independent Contractor Determination and Certification

Changes are expected with these forms and will be communicated in the future.

**Old to New Form Mapping**

<table>
<thead>
<tr>
<th>Old – IDS</th>
<th>New – Accounts Payable/Concur</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1 Employee/Student T&amp;E reimbursement</td>
<td>Concur</td>
</tr>
<tr>
<td>C-1 Non-affiliates T&amp;E reimbursement</td>
<td>C-1</td>
</tr>
<tr>
<td>C-1A Entertainment &amp; Business Meal Worksheet</td>
<td>Concur</td>
</tr>
<tr>
<td>C-5 Reimbursement Justification Form</td>
<td>Concur</td>
</tr>
<tr>
<td>C-7 TorE Advance Request</td>
<td>Concur</td>
</tr>
<tr>
<td>C-7A T&amp;A Advance Justification</td>
<td>Concur</td>
</tr>
<tr>
<td>C-368 Employee/Student reimbursements</td>
<td>Concur, shift to PO/P-Card</td>
</tr>
<tr>
<td>C-368 Employee/Student taxable payments</td>
<td>PDA-ES Form – includes non-taxable human subject advances</td>
</tr>
<tr>
<td>C-368 Non-affiliates payments</td>
<td>PDA-NA Form</td>
</tr>
<tr>
<td>C-368 WT (wire transfer)</td>
<td>PDA-W Form</td>
</tr>
<tr>
<td>C-368 Foreign</td>
<td>PDA-F Form - excludes employee/students</td>
</tr>
</tbody>
</table>

**Old – Accounts Payable**

<table>
<thead>
<tr>
<th>New – Accounts Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-368 Corporate</td>
</tr>
<tr>
<td>C-368 WT (wire transfer)</td>
</tr>
<tr>
<td>C-368 Foreign</td>
</tr>
</tbody>
</table>

**PDA Form Benefits**

- Improve procurement controls, redirect to PO/P-Card, reduce the number of PDA forms overall
- Improve accuracy and consistency of invoice entry, eliminating rework
- Improve Optical Character Recognition (OCR) and processing with the Markview upgrade (typed forms remain a requirement to allow for optimal recognition), open up future possibility of email PDA forms
- Help identify taxable/reportable transactions
- Segregate reimbursement (Concur) with all other payments to employees/students (BEN Financials)
- Consolidate non-affiliate vendor types onto one form
- Help identify targeted non-compliant PDA form usage

All PDA Forms can be found at the following website:


All inquiries should be forwarded to our Disbursements/Tax Help Desks:

| Accounts Payable | 215-898-2626 | apsup@exchange.upenn.edu |
| Payroll | 215-898-6301 | payroll@exchange.upenn.edu |
| Tax | 215-898-6291 | tax@exchange.upenn.edu |
DECEMBER 2013 YEAR-END GIFT PROCESSING DEADLINES

As we approach year-end, please be advised of the following closing guidelines for gifts.

December 31 Gift Date end of year processing:
- January 13:
  o Last date to deliver to Gifts Accounting & Administration December 2013 – FY14 gifts (need December 31 postmark) IRS rules require that year-end gifts be postmarked on or before December 31, 2013
  o Last date to submit adjustments for year-end processing
- January 14, 15, 16: Gifts Office will close for year-end processing
  o Should you receive a $100,000 + check in January, we will of course deposit and process during this time period

- January 17: Gifts Office will reopen for deliveries
- January 21: Begin preliminary reporting

Notify Jean Suta or Irma Lerma in Securities Gifts (jeanie@upenn.edu) or 8-7254 of any securities gifts as soon as you are made aware of them. Securities gifts must be transferred into a Penn brokerage account by noon on December 31.

Should you have any questions on this information, contact Cassie Bartelme (8-3104), Maria Perkins (8-8687) or Jean Suta in the Treasurer’s Office.

RECORDS AND GIFTS ACCOUNTING & ADMINISTRATION AND SECURITY GIFTS WINTER BREAK SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 25, Wednesday</td>
<td>Closed</td>
<td>Dec. 30, Monday</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>Dec. 26, Thursday</td>
<td>9:00 – 3:00</td>
<td>Dec. 31, Tuesday</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>Dec. 27, Friday</td>
<td>9:00 – 3:00</td>
<td>Jan. 1, Wednesday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

CASHIER’S OFFICE WINTER BREAK SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. 12/25/13</td>
<td>Closed</td>
</tr>
<tr>
<td>Thurs. 12/26/13</td>
<td>Closed</td>
</tr>
<tr>
<td>Fri. 12/27/13</td>
<td>9:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Mon. 12/30/13</td>
<td>Closed</td>
</tr>
<tr>
<td>Tues. 12/31/13</td>
<td>9:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Wed. 01/01/14</td>
<td>Closed</td>
</tr>
</tbody>
</table>
UPDATE: ALL USING CONCUR EXPENSE

C-FORMS
Please note that paper reimbursement forms (C-1 and C-1A forms) are no longer being accepted (the only exception is expense reimbursement for non-affiliates).

PENN TRAVEL CARD
Individuals who are required to or anticipate traveling on University business or conducting approved University business entertainment should consider applying for the Penn Travel Card. The card integrates with Concur Expense, and charges automatically flow into the application, reducing manual entry and facilitating prompt payment of eligible travel, entertainment, and similar business-related expenses. If you have eligible faculty and staff who have not yet applied for the Penn Travel Card, please encourage them to visit the Penn Travel and Expense Website to access the credit card application or contact Travel Card Administration at CardAdm@exchange.upenn.edu for more information.

HELPFUL HINTS
Based on feedback from our users, the TEM Team has developed the following list of helpful tips for Concur Expense users.

Tip 1: Consolidating Expenses
One of the great benefits of the system is that you can put unrelated items all on one expense report. Enter all the expenses, allocate those that need to go to a different funding source, attach receipts, and submit. Of course, if you don’t want to mix the expenses from one trip with other expenses, do one report for the trip and put everything else on a second report.

Tip 2: Attaching Receipts
Receipts can be attached in two ways:
1. Attach one receipt per line item using the Receipt Store OR
2. Scan all the receipts into one big document and attach it at the Receipts button located at the top of the report, rather than on the line item. This is similar to taking all your hard copy receipts and stapling them to the back of the hard copy expense report you used to submit by hand.

Tip 3: Penn Travel Card Expenses
Expenses paid for with the Penn Travel Card (BoA Visa) should never be hand keyed into an expense report. When they appear in the Concur account either on the front My Concur page or on the Smart Expenses page under the Expense tab, they are ready to be imported into an expense report. Manual entry should only be used for items paid for with cash or personal credit cards. (Include both on the same expense report.)

Tip 4: Important Reminder for Delegates
Delegates should always click on the Expense tab before selecting the person’s name from the drop down “You Are Administering For ____________”. That same box appears on the My Concur page, but in that instance it is only allowing you to book travel for them.

Tip 5: Per Diem
Per Diem is now called Travel Allowances and is located under the Details Tab.

RESOURCES
Two listservs have recently been set up to distribute information about system updates and changes:
• concurinfo@lists.upenn.edu (for users)
  o Concur Travel and Expense information
  o Content examples: System maintenance, tips and tricks, policy reminders, etc.
• concurad@lists.upenn.edu (for approvers and administrators)
  o Administrative information
  o Content examples: Approver reminders, Web ADI form availability

To sign up for a listserv send an email to listserv@exchange.upenn.edu and in the body of the email simply write “join concurinfo” or “join concurad.”

In addition to the new listservs, you should continue to take advantage of the following resources:
• The Penn TEM website has general information as well as training materials on specific topics and optional video training for users.
• Central support is available for both travel and expense questions at 6-HELP, 215-746-4357. Select Option 3.
• To submit a help request via e-mail, contact temsupp@exchange.upenn.edu.
• Open House Q&A sessions will continue to be held, and registration information will be sent directly to the TEM Advisory Group members prior to each session.

On behalf of the TEM Team, we would like to thank the members of the TEM Advisory Group as well as all the other individuals across Penn’s Schools and Centers who have contributed to the success of this important University initiative.

The Bottom Line  December 2013
Purchasing Services has partnered with IASTA to provide an online competitive bidding tool called “SmartSource,” which is available to the Penn community. SmartSource may be used for sourcing projects such as RFIs, RFPs, RFQs and Reverse Auctions. There is a Penn specific document library and bidding templates available to support your utilization of the tool. The online competitive bidding technology is effective and has proven advantages over a traditional competitive bidding process.

Since 2008, Purchasing Services has run numerous events resulting in considerable cost savings. Two recent successes using this tool have produced notable cost results. A new bulk nitrogen installation garnered cost savings of 54% when compared to current pricing of comparable installations. Another example is the renewal of a technology reseller contract from a “discount from advertised” to a “cost-plus” contract with a three-year term. Savings are projected to be as two to four million dollars.

To begin using the tool, complete the SmartSource User ID Request Form and download the software onto your desktop computer. Users of the system may wish to access the tool’s extensive online training before starting any sourcing projects. When you are ready to create your first online sourcing endeavor, please feel free to contact eBusiness Administrator Ray Aull (215-898-1451) if you require any assistance using SmartSource. For more information, please visit: http://www.purchasing.upenn.edu/supply-chain/bidding.php

---

**Need to View your Current Balance and Available Credit in PaymentNet?**

- Log into PaymentNet – https://www.paymentnet.jpmorgan.com

- Click “Profile” icon

- Click on “Accounts” tab

- From the Accounts tab click the blue link with your account number

- Here you can view your Current balance and Available credit

---

**The Bottom Line**

December 2013
If you are unfamiliar with Ben's Attic, the University’s online exchange for surplus property, or have not yet used the new version that was introduced in June, we invite you to climb the stairs and learn how to find what Ben may have in his attic for you. This brief video presentation will give you an overview of the roles and functions that are available on this website to enable you, an easy and sustainable way, to find new uses for items that are no longer needed in one area, but may be sought after in another.

This video may also be accessed using a menu option on the Ben’s Attic menu bar. If you are unable to view the video, you will need to install Quicktime player on your computer.

If you have any questions or comments, please email us at benattic@exchange.upenn.edu

Purchasing Card Closing Schedule

<table>
<thead>
<tr>
<th>Journals Imported</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 12/13/13</td>
<td>Friday 12/20/13 (DEC-13)</td>
</tr>
<tr>
<td>Friday 12/20/13</td>
<td>Friday 1/3/14 (JAN-14)</td>
</tr>
<tr>
<td>Friday 12/27/13</td>
<td>Friday 1/10/14 (JAN-14)</td>
</tr>
</tbody>
</table>

Please make sure you complete all transactions that need to post into DEC-13 by Friday, December 20th.
If you have any questions, please feel free to email pcardsup@exchange.upenn.edu.

We are pleased to announce that the General, Business, and Research tabs on U@Penn have recently been refreshed to improve usability and streamline content. As you may know, U@Penn is the one-stop employee portal with links to online applications and information from across the University.

Updates include:
- More consistent look makes information easier to find
- Reorganized and updated links
- Better handling of pop-ups when following links to log into applications
- Spotlight channel on the General tab highlights topics of interest to faculty and staff

Please note that it will be necessary to reset any existing customizations made to the General and Business tabs. For more information on how to customize the portal by including personal channel choices, headline news sources, favorite web links, and more, please refer to: www.upenn.edu/computing/uratpenn/usin guatpenn.html

To view the updated tabs, please visit the U@Penn portal at:
www.upenn.edu/u@penn

Stephen D. Golding,
Vice President for Finance and Treasurer
Jack Heuer,
Vice President for Human Resources
Thomas H. Murphy,
Vice President for Information Technology and CIO

The Bottom Line  December 2013
Did You Know...

...Starting with the pay issued on November 1, Penn eliminated printing and distributing weekly pay stubs. This project supports Penn’s ‘Sustainability/Green Campus’ partnership.

The pay stubs have always been available through My Pay on the U@Penn Portal (https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php). We suggest that if you haven’t done so already please access your pay stub through My Pay.

If your PennKey/password has been deactivated there are three options:

1. If you have previously enrolled in the PennKey Challenge-Response you should be able to answer your security questions and reset your password. The link is https://medley.isc-seo.upenn.edu/challengeResponse/jsp/fast.do
2. PennKey Administration Stations are setup to assist in activating a PennKey. See http://www.upenn.edu/computing/pennkey/help/admin.html
   To confirm your identity, bring two forms of photo ID. Please use your PennCard as one of them. Other acceptable forms of photo ID are government-issued documents such as passport, state driver’s license, state-issued ID card, and national identity card.
3. You can also request a setup code be mailed through U.S. mail using our setup code service. This will be sent to the address on your employee record. Be prepared to wait 10 days for arrival. https://medley.isc-seo.upenn.edu/pennKeyRequest/jsp/fast.do

Quarterly Quiz

Instructions: The following questions can be answered based solely on information contained in this issue of The Bottom Line.

To participate in the contest, please submit your answers via email to training@exchange.upenn.edu no later than February 1, 2014.

The Winner will receive a gift certificate for two for the University Club!

1. Which form is used to pay Employees/Students and Foreign National Employee/Students for taxable payments, Human Subject Advances and Refunds?
2. What is the new object code for Unallowable Expense?
3. Which office(s) is open from 8:00 a.m. - 12:00 p.m. on December 27, 30 & 31st?
4. What is the last day to visit the Payroll Office for a Tax Treaty Exemption?
5. What is the last day to update your address for the 2013 W-2’s?

August Special Issue Winner:
Donna Jastrzebski, Sr. Accounting Clerk
Accounts Payable, Comptroller’s Office

Last Quarter’s Winner:
Maryanne Giampapa
Manager, Depression Research Unit
Perelman School of Medicine

Congratulations!
NEW OBJECT CODES TO RECORD COST SHARING ON SPONSORED PROGRAM FUNDS!

The Office of Research Services along with the Office of Research Support Services has been working with the University's Comptroller's Office to establish several new objects codes to be used with 5-ledger accounts to differentiate Committed and uncommitted cost share (overruns). Currently, object code 4822 (Cost Share) is being used for multiple purposes, most commonly to record Voluntary Committed and Mandatory Cost Sharing, Charge-back of involuntary uncommitted Cost Sharing (overruns), Unallowable Costs and Write-Off of Disallowed Costs. New object codes will be established to record revenue transfers for unallowable and disallowed costs and cost sharing due to general cost overruns. The use of separate object codes for these entries will enable the University to properly classify cost sharing revenue, allocate overhead through an automatic process and provide better accountability and reporting of cost sharing for the institution. This will also enable Schools and Departments and Centers to identify and monitor cost sharing due to cost overruns and disallowances.

BENEFITS OF PROPOSAL:

1. Eliminates need for ORS to do manual F&A Adjustments.
2. Revenue Recognition and F&A burdening should be controlled within the Oracle Grants Management System (currently being developed)
3. Provides better accountability to Schools and Departments to understand cost overruns and disallowances
4. Provides better accounting of true cost sharing by the institution

NEW OBJECT CODE DESCRIPTIONS:

- 4822 Cost Share-Mandatory or Voluntary Committed
- 4827 Cost Share Overrun- Uncommitted
- 5215 Unallowable Expense
- 5247 Disallowance of Expense (no F&A)
- 5248 Disallowance of Expense (with F&A)

These changes will go into effect beginning in January 2014. Any questions can be directed to Keith Dixon at kdixon@upenn.edu or Kim Garrison at kimmg@upenn.edu.

IMPORTANT UPDATE REGARDING NIH NON-COMPETING CONTINUATION AWARDS

Dear Colleagues,

NIH has announced a delay of one year in the implementation of the proposed change to project by project accounting on awards. As a result, the required closeout of projects to the end of current budget period and creation of a new award segment for the remainder of the project, as described to you last week, will occur at the end of the budget period ending between October 1, 2014 and September 30, 2015. Only those awards with project start dates prior to October 1, 2013 will be subject to the one time requirement. The revised NIH guidance is available at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-120.html. NIH has also published FAQs on the changes, which are available at http://grants.nih.gov/grants/payment/faqs.htm.

ORS will be working to establish a smooth transition process and to assist the research community in preparing for the change. If you have questions, please do not hesitate to contact Missy Peloso at 215-746-0234 or epeloso@upenn.edu.

Elizabeth ‘Missy’ Peloso
Associate Vice President/Associate Vice Provost
Office of Research Services
http://www.upenn.edu/researchservices/

The Bottom Line December 2013
**NEW VERSION OF THE NSF PROPOSAL & AWARD POLICIES AND PROCEDURES GUIDE**

A new version of the NSF *Proposal & Award Policies & Procedures Guide* (PAPPG), (NSF 14-1) has been issued. The PAPPG is comprised of documents relating to the Foundation's proposal and award process and consists of the:

a) *Grant Proposal Guide* (GPG) for guidance on the preparation and submission of proposals to NSF; and

b) *Award & Administration Guide* (AAG) to guide, manage, and monitor the award and administration of grants and cooperative agreements made by the Foundation.

This new version of the PAPPG will be effective for proposals submitted, or due, on or after **February 24, 2014**. Significant changes include:

- Addition to the certification regarding Conflict of Interest requiring the appropriate disclosure process;
- Reiteration that indirect costs are not allowed on participant support costs;
- Small-scale pilot of a new environmental impacts process with a few programs, prior to NSF-wide implementation;
- Updated process for program income reporting; and
- Numerous clarifications throughout the document.

A by-chapter summary of the changes is provided at the beginning of both the *Grant Proposal Guide* and the *Award & Administration Guide* to assist with identifying the changes.

While this version of the PAPPG becomes effective on February 24, 2014, in the interim, the guidelines contained in the current PAPPG (NSF 13-1) continue to apply. We will ensure that the current version of the PAPPG remains on the NSF website, with a notation to proposers that specifies when the new PAPPG (including a link to the new Guide) will become effective.

Please contact your Pre-award rep if you have any questions.

---

**ORS REDEPLOYMENT TO OFFICE OF CLINICAL RESEARCH IN PSOM & CENTER FOR TECHNOLOGY TRANSFER**

Consistent with our commitment to enhancing research and technology transfer services, we are reorganizing support for corporate sponsored research. Effective November 1, 2013 staff from the Office of Research Services have been redeployed to (i) the Office of Clinical Research in the Perelman School of Medicine and (ii) the Center for Technology Transfer (CTT).

Specifically, Michelle Buono, Brian McBrearty, Monica Sabnis, Kathryn Steinbugler, Angie Sydnor and Kerry Wilson are now part of the newly-created Clinical Trials Contracting Unit in the Office of Clinical Research. Their responsibilities will include the review, negotiation and conclusion of clinical trials and related enabling agreements. Kathryn will serve as director of the Unit and report to Emma Meagher, MD, Associate Dean for Clinical Research, PSOM.

Pooja Agarwal, Laurance Guido, Tina Hunt, and Coy Purcell have joined the Corporate Alliances team in CTT. Their responsibilities include the review, negotiation and conclusion of industrial sponsored research agreements and other types of research-enabling corporate agreements and will report into John S. Swartley, PhD, Executive Director, CTT / Associate Vice Provost for Research.

Emma Meagher, John Swartley, and Kathryn Steinbugler, together with Missy Peloso, Associate Vice Provost for Research in the Office of Research Services, have established an oversight process to ensure the necessary coordination to effect a smooth transition of responsibilities.

These changes are part of a program to enhance services in sponsored research interactions, clinical trials implementation, and technology transfer as we work toward a new vision for innovation at Penn. We appreciate the extensive effort that this team has directed toward ensuring the success of this program. Collectively, we are committed to delivering efficient and effective service.

*Dawn Bonnell, Vice Provost for Research*
*Steve Golding, Vice President for Finance/Treasurer*
Dear Colleagues,

In order to improve the efficiency of H-1B case processing, effective November 1, 2013, the hiring department should complete a checklist for each H-1B request and submit it to ISSS on top of all other supporting documents.

For your convenience, we have developed a checklist template, which is automatically included with H-1B printable materials in the iPenn portal. This is intended to guide the hiring department in gathering the required documents and reduce the need for additional follow up.

We would like to thank all of you in advance for making sure that the completed checklist is included in the H-1B package.

Regards,

Rudie Altamirano, Ph.D.
Director, International Student and Scholar Services
Penn Global
University of Pennsylvania

---

**REQUIRED ITEMS FROM THE HIRING DEPARTMENT**

After completing the online form, the hiring department must review and submit the supporting documentation and items from the employee listed below as one complete package to ISSS. Please save a copy of materials and forms, including checks, submitted to ISSS for your records.

Printable materials from the iPenn H-1B Employee Application (available on form (4) after the application is completed)

- H-1B Position Description
- Actual Wage Worksheet and Declaration
- Department Request Summary and Understanding of H-1B Employment
- Export Control Attestation Form (if SOM, SEAS, SON, SODM, SVM, SAS-Biology, SAS-Chemistry, SAS-Physics, SAS-Astronomy)
- For initial H-1B for post doc, a copy of the J-1 Postdoc Policy waiver/exception approval notice
- Copy of HR-1/2 form if staff position

Checks payable to “U.S. Department of Homeland Security”. To avoid danger of checks expiring, checks should be valid for at least 75 days after submission to ISSS.

- $325
- $500 (The antifraud fee is not required to extend H-1B employment at Penn or change H-1B employment within Penn.)
- $1225 (Optional, refer to the H-1B instructions)

**REQUIRED ITEMS FROM THE H-1B EMPLOYEE**

The department should obtain the following items from the employee to submit to ISSS.

- Current curriculum vitae of individual
- Photocopy of individual’s diploma (of degree required for position)---please reduce copy to fit on 8 1/2 x 11” paper
- An official or attested translation if the diploma is not in English
- A credential evaluation if the degree is not from a US institution---recommended (Note: USCIS may request this)
- Any licenses, certificates, or other special documentation required for the position.
- Additional documentation for Health Care Workers:
  - If the position is for a physician with clinical responsibilities who is a Foreign Medical Graduate, provide copies of Steps 1, 2 and 3 of the individual’s USMLE scores, ECFMG English language certification, and valid Pennsylvania medical license.

Continued on next page
If the position is for a registered nurse, provide a copy of the individual’s valid Pennsylvania RN license and certificate from the International Commission on Healthcare Professions division of CGFNS (Visascreen), certifying that 212(a)(5)(C) INA/8 CFR 212.15(f) requirements have been met.

*There may be other special requirements for other health care worker positions, such as language pathologist or physical therapist. Please consult ISSS in such cases.

- Photocopy of passport page(s) showing photo, biographical data, issuance date, and expiration date
- Photocopies of supporting immigration documents if individual is in the US (single-sided copies, please):
  - Valid I-94 card (if issued paper I-94) or US entry/admission stamp in passport (if issued electronic I-94)
  - Refer to the automated I-94 process at http://global.upenn.edu/issss/travel
- Supplemental documents if currently holding one of the following nonimmigrant statuses:
  - F status: Copies of current and all previous I-20 forms, pages 1 and 3 (single-sided copies) and Employment Authorization Document (EAD) if authorized for F-1 Optional Practical Training
  - H status: Copies of current and all previous approval notices (form I-797). 2-3 most recent pay stubs if extension, amendment, or change of employer. Change of H-1B employer cases—-if the H-1B employment has ended or will have ended before Penn’s H-1B approval, consult ISSS immediately.

- If you currently hold or have ever held J status: Copies of current and all previous DS-2019 (and IAP-66 forms (front and back), if applicable)---if the individual has ever been subject to 212(e) "two-year home residency requirement," submit evidence of a waiver or of having fulfilled the requirement. If J-2, include copies of current and all previous EADs.

If the employee is in the US and has a spouse or unmarried children under 21 in the US for whom dependent H-4 status is required, the department should obtain the following and submit with the H-1B request packet:

- Form I-539, signed by the main H-4 dependent --- available at http://www.uscis.gov/forms
- Government filing fee for Form I-539 -- http://www.uscis.gov/forms (A separate check payable to “Department of Homeland Security” must be written for the I-539 application fee, not to be combined with the H-1B I-129 filing fee)
- Valid I-94 card (if issued paper I-94) or US entry/admission stamp in passport (if issued electronic I-94)
  - Refer to the automated I-94 process at http://global.upenn.edu/issss/travel
- Copy of initial entry stamp in H-4 status from passport or I-94, if applicable
- Copy of passport page(s) showing photo, biographical data, issuance date, and expiration date
- Copies of currently and previously issued documents for current status (i.e., I-797 notices for H, DS-2019(s) for J, or I-20 for F)
- List on a separate sheet, a detailed chronological history of each H-4 dependent’s prior and current stay in the US. Provide the dates and specify each status (e.g., Hiroshi Au, 11/20/2004 – 03/13/2006 in J-2 status & 03/14/2006 – present in H-4 status).
- For spouse, copy of marriage certificate (recommended)
- For child(ren), copy of birth certificate (or other legal papers) confirming H-1B as parent (recommended) for J, or I-20 for F
- List on a separate sheet, a detailed chronological history of each H-4 dependent’s prior and current stay in the US. Provide the dates and specify each status (e.g., Hiroshi Au, 11/20/2004 – 03/13/2006 in J-2 status & 03/14/2006 – present in H-4 status).
- For spouse, copy of marriage certificate (recommended)
- For child(ren), copy of birth certificate (or other legal papers) confirming H-1B as parent (recommended)
As Information Systems and Computing (ISC) completes transitioning the campus from analog to VoIP based service via PennNet Phone, here are important dates and activities that we would like you to continue to be aware of:

- **Traditional telephone service will be discontinued on July 1, 2014.** Departments still using traditional desk telephone service will incur higher telephone fees for remaining on old technology that is no longer supported by the vendor and that requires extensive costs to repair. Security, FAX, ATM, and emergency services will remain on the traditional telephone infrastructure.

- **Traditional voice mail will be shut off on July 1, 2014.** Be aware that the vendor no longer supports the product, and starting in January 2014, features such as the date and time stamp heard during message playback, will begin to break due to the age of the equipment.

- **The Switch Now Discount program will end in FY 14.** ISC will no longer waive line activation and port conversion fees for traditional telephone users upgrading to PennNet Phone in FY 15. Introduced last year, the Switch Now Discount program has provided significant savings for departments and offices. For offices of 10 or more, this is a minimum savings of $1,300. If your office or department has held off on switching to PennNet Phone, ISC encourages you to upgrade now and take advantage of the program while it’s still available.

Upgrade Now – We’re Here to Help

To learn how ISC can help your department or office upgrade to PennNet Phone, call 215-746-6000, email telephone@isc.upenn.edu, or visit “Switch to PennNet Phone Now” at:

http://www.upenn.edu/computing/voice/phone/order-switchnow.html

---

Get Ready for the Holidays and Winter Break with PennNet Phone

Whether you’re dashing through the campus, trudging over the river and through the wood to an office meeting, or going away to a conference, let PennNet Phone help you manage your office calls anywhere and anytime with these features!

- **Forward your incoming calls to another PennNet Phone, a mobile phone, or any landline phone:**
  1. Log into PPS at www.upenn.edu/computing/voice, and choose “Features and Voice Mail.”
  2. Under the “PennNet Phone Settings” section, choose your call forwarding option and then enter the phone number to which calls are to be forwarded:

  - Call Forward All: Redirects all calls to another telephone number.
  - Call Forward on No Answer: Redirects unanswered calls to another telephone number.
  - Call Forward on Busy: Redirects incoming calls to another telephone number when your phone is busy. Call Waiting must be turned off to activate this feature.

  3. Click the “Submit” button to update your settings.

---

*Continued on the next page*
Listen to your voice mail messages via email:
1. Log in to PPS at www.upenn.edu/computing/voice, and choose “Features and Voice Mail.”
2. Under “Voice Mail Delivery Method,” choose how to listen to your voice mail messages via email.
   o Email only: No access to messages by telephone. Listen to and manage voice mail messages by email only.
   o Email and telephone: Listen to and manage voice mail messages on handset and in email.
3. Click the Submit button to update your settings.

Get a telephone call from voice mail – to another PennNet Phone, a mobile phone, or a landline phone - when new messages are left in your voice mailbox:
1. Log in to PPS at www.upenn.edu/computing/voice, and choose “Features and Voice Mail.”
2. Under “Out-Call Notification,” choose how you want to be notified when new messages arrive, and then enter the phone number to which the notifications are to be sent:
   o 2: Get a notification when there is a new urgent message (callers must mark the message as urgent).
   o 3: Get notifications when there are new messages.
3. Click the “Submit” button to update your settings.
   Note: Penn Voicemail will call you when you receive a new message. You will be prompted to “press 1” to listen to your message, and then asked to enter your voice mail password.

Record a temporary greeting and let the system remind you that the greeting is active.
When you record a temporary greeting, the system will automatically remind you that the temporary greeting is active each time you log in to check your voice mail messages.
1. To record a temporary greeting, access your voice mailbox (press the Messages button on your PennNet Phone or dial the Penn voice mail system: on campus dial 6-8000, off campus or mobile dial 215-746-8000).
   a. Press 0 for mailbox options, and then press 4 for temporary messages.
   b. When prompted, record your temporary greeting and press # when finished.
      Next, press 1 to accept the recording, 2 to listen to it, or 3 to re-record it. Press # to exit.
2. To delete your temporary greeting, do one of the following:
   • Log in to PPS at www.upenn.edu/computing/voice/ and select “Mailbox Management.” Under “Delete Greetings,” select “Temporary Greetings,” and then click the “Delete Greetings” button.
   • Access your mailbox. At the main menu, press 0 for mailbox options, and then press 4 for temporary messages. Press 2 to erase your temporary greeting, and then press # to exit the system.

Learn More to Do More
For more features and tips that can help you use PennNet Phone, including user guides, visit the Voice web site at:
www.upenn.edu/computing/voice/
If you are using any one of these telephones, please Call ISC Now!

- Traditional telephone and voice mail services will be discontinued on July 1, 2014*.
- To avoid any interruptions or downgrades in service, upgrade to PennNet Phone now!
- To find out how to upgrade, call Information Systems and Computing at 215-746-6000, or email telephone@isc.upenn.edu, or visit “Switch to PennNet Phone Now” at http://www.upenn.edu/computing/voice/phone/order-switchnow.html.

* Certain services, such as security and FAX lines, will remain on the traditional infrastructure.

---

Protecting Privacy and Security on Penn + Box

Using Penn+Box is a great way to access your documents from any connected device, to facilitate collaboration, and all with much better protection for your data than services such as Dropbox and Google Drive.

Here are some privacy and functionality tips:

**Getting Started:** Sign up with your Penn Key and password through http://upenn.box.com, then install the Box Edit and Box Sync apps.

**Add a Co-Owner:** Assign a Co-Owner for each collaboration folder you create on Penn+Box to help on any business continuity issues that may arise.

**Collaborator Privileges:** The default setting for your folders is "private." Folders (and the documents in them) only become available to others when you invite people as "collaborators." Consider the data, who the collaborators are, what role collaborators play, and whether they use secure devices when assigning access privileges. For example, choose to make your collaborator a:

- "Co-Owner" or "Editor": for trusted individuals, who need to work with the documents, and whose devices are known to be secure.
- "Previewer Uploader": for individuals who need view and comment on documents, but do not need to edit or download files.

**Mobile Devices:** If you are regularly accessing your Box files from a mobile device, make sure your device is "managed" or apply equivalent security settings (e.g., auto-lock, auto-wipe, etc.). See www.upenn.edu/computing/security/checklists/Top10/Top_10_Tips_for_Smartphones.php

**Box Sync and Computer Security:** Box Sync allows you to sync your Box folders to folders on your computer’s hard drive. Make sure that computer or other device is secure. Talk to your Local Support Provider (LSP) if using Box Sync.

**Data Sensitivity:** In spite of strong contractual protections and smart configurations, there is still some data that should not be housed on Box due to regulatory constraints. See www.upenn.edu/computing/security/cloud/box_data_usage.php

Questions? Contact box-help@isc.upenn.edu.
Healthy Lifestyles helps you stay motivated by offering incentives to adopt a more active life.

When you enroll in the fitness program and complete **120 workouts in 365 days**, you'll be eligible for a reimbursement of up to **$150**.

To join the Healthy Lifestyles fitness program and receive $150, complete these simple steps:

1. **Enroll in PennRec**
2. **Log your workouts**
3. **Request your reimbursement from**

When you enroll, you choose a primary method of recording your workouts: an automated system available at PennRec (recommended) or a computer printout from your fitness facility.

For detailed information, including 'workouts' required, recording methods and reimbursement requirements,
FTD Announces Invoice Inquiry Redesign

The Financial Training Department is pleased to announce a redesign of the Invoice Inquiry course will be coming in December 2013 to coincide with the Markview Upgrade. This redesign, undertaken at the recommendation of the Business Advisory Board (BAB), and in collaboration with the School of Dental Medicine and both Accounts Payable and Financial Systems, will improve learning efficiencies and knowledge outcomes. The redesigned Invoice Inquiry course is a web-based course that users can access via Knowledge Link when and where they choose. The on-line course will provide all of the content of the former instructor-led class, plus updated Markview information, and will validate the user’s learning by quizzing them on both content knowledge and system proficiency.

The new, web-based Invoice Inquiry course will be available in Knowledge Link to anyone with access to Knowledge Link. The course will continue to be assigned via Profiler based on the same criteria as the trainer-led course.

Please note that anyone who previously attended the trainer-led Invoice Inquiry course has been given credit for the new course and will not be required to take the web-based course; however, anyone is welcome to enroll in the new Invoice Inquiry course as a way of enhancing their knowledge about the Invoice Inquiry application.

If you have any questions about the new Invoice Inquiry course, and/or course credit for previously attending the original Invoice Inquiry class, please contact Financial Training at:

training@exchange.upenn.edu

Fishing for Feedback

Have you been to a BEN Financials or Payroll training class within the last 6 months? If so, we’re looking for feedback and suggestions.

Now that you’ve settled in and actually have had a chance to use what you’ve learned, we’d like to know:

- Did the class you attended prepare you for your job?
- Looking back, do you wish you learned more about a particular subject and less of another?
- How could Financial Training have better prepared you for the “real world”?
- Do you think additional subject matter should be added to our course offerings? If so, what would the topic be you would like to see offered?

Send us an email with your thoughts, suggestions, and ideas:

training@exchange.upenn.edu

Or call/e-mail any one of the FTD staff members below to discuss your ideas or to set up an in-person meeting:

- Jim Horstmann: 573-6717 jhorstma@upenn.edu
- Joe Mullock: 573-8988 jmullock@upenn.edu
- Barbara Murray: 898-1733 murrayb@upenn.edu
- Paul Weidner: 898-1447 weidnerp@upenn.edu

We can’t wait to hear from you!
<table>
<thead>
<tr>
<th>Financial Training Course</th>
<th>Required Training Prerequisites</th>
<th>Access Form</th>
<th>Responsible Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business at Penn Overview *</td>
<td>Business at Penn Overview</td>
<td></td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>Chart of Accounts: Segments *</td>
<td></td>
<td></td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>Using the Chart of Accounts with Responsibility Center Management (RCM) *</td>
<td>X</td>
<td>X</td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>General Ledger Inquiry/Reporting *</td>
<td>X</td>
<td>X</td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>Net Intrabuild Knowledge Building *</td>
<td>X</td>
<td>X</td>
<td>MIE</td>
</tr>
<tr>
<td>Journal Entry Grant &amp; Contract (G &amp; C) Knowledge Building *</td>
<td>X</td>
<td>X</td>
<td>MIE</td>
</tr>
<tr>
<td>Journal Entry Grant &amp; Contract (G &amp; C) Application Training *</td>
<td>X</td>
<td>X</td>
<td>MIE</td>
</tr>
<tr>
<td>Budget Journal Entry (BJE) *</td>
<td>X</td>
<td>X</td>
<td>MIE</td>
</tr>
<tr>
<td>Payroll/Grants *</td>
<td>X</td>
<td>X</td>
<td>BEN Financials eForm</td>
</tr>
<tr>
<td>Requisition *</td>
<td>BEN Financials eForm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoicing Inquiry *</td>
<td>BEN Financials eForm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Order Manager *</td>
<td>X</td>
<td>X</td>
<td>BEN Financials eForm</td>
</tr>
<tr>
<td>BEN Assets Knowledge Building *</td>
<td>BEN Assets KB</td>
<td>BEN Financials eForm</td>
<td></td>
</tr>
<tr>
<td>BEN Assets Application Training *</td>
<td>BEN Assets KB</td>
<td>BEN Financials eForm</td>
<td></td>
</tr>
<tr>
<td>Operating Gifts &amp; Endowments *</td>
<td>X</td>
<td>X</td>
<td>GL Inquiry/Rep</td>
</tr>
<tr>
<td>PennWorks Additional Pay Knowledge Building (KB), for Submitters *</td>
<td></td>
<td>Request for Admin Mainframe Logon ID</td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>PennWorks Additional Pay for Approvals *</td>
<td></td>
<td>See Senior BA</td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>PennWorks Salary Increase Program/Faculty Compensation (Various) *</td>
<td></td>
<td>See Senior BA</td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>CFUP Payroll Integration *</td>
<td></td>
<td>See Senior BA</td>
<td>Financial Training Dept.</td>
</tr>
</tbody>
</table>

**Sponsored Projects Compliance**

<table>
<thead>
<tr>
<th>Sponsored Projects Compliance</th>
<th>Access Form</th>
<th>Responsible Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Projects Compliance Certification Program (SPCCP) - A 10 part program</td>
<td>X</td>
<td>Office of Research Services (ORS)</td>
</tr>
<tr>
<td>PennERA - Proposal Development Knowledge Building (KB) for Administrators *</td>
<td>X</td>
<td>Office of Research Services (ORS)</td>
</tr>
<tr>
<td>PennERA - Proposal Development System Training - Desk *</td>
<td>X</td>
<td>Office of Research Services (ORS)</td>
</tr>
<tr>
<td>PennERA - Proposal Development System Training - Advanced (Budgeting) *</td>
<td>X</td>
<td>Office of Research Services (ORS)</td>
</tr>
<tr>
<td>ERS Effort Reporting System Training *</td>
<td>X</td>
<td>Office of Research Services (ORS)</td>
</tr>
<tr>
<td>Concur Expense Report Approver Knowledge Building (KB) *</td>
<td></td>
<td>See Senior BA</td>
</tr>
<tr>
<td>Concur Expense Report Approver Application Training *</td>
<td></td>
<td>See Senior BA</td>
</tr>
<tr>
<td>BEN Web ADI for TEM/Maintenance *</td>
<td></td>
<td>See Senior BA</td>
</tr>
<tr>
<td>Hyperion Planning for End Users Penn-Tutorial *</td>
<td>Planning Access Request Form</td>
<td>Budget and Management Analysis</td>
</tr>
<tr>
<td>Payment Card Industry – Data Security Standards Workforce Education *</td>
<td></td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>BEN Deposits Knowledge Building (KB) *</td>
<td>BEN Deposits KB</td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>BEN Deposits Application Training *</td>
<td></td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>Petty Cash *</td>
<td>Office of the Treasurer Document/Forms</td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>Space at Penn Knowledge Building (KB) *</td>
<td></td>
<td>Financial Training Dept.</td>
</tr>
<tr>
<td>Space at Penn Application Training *</td>
<td>Space at Penn KB</td>
<td></td>
</tr>
<tr>
<td>Data Warehouse - GL Collection to register for Business Objects...training go to: <a href="http://www.upenn.edu/compsys/ITC/training/upenn/financial/financial.html">http://www.upenn.edu/compsys/ITC/training/upenn/financial/financial.html</a></td>
<td>X</td>
<td>Data Warehouse eForm</td>
</tr>
</tbody>
</table>

Check it Out! The new FTD 'Financial Training and Access Requirements' Grid. Great for new hires to your department! Click here: http://www.finance.upenn.edu/ftd/courses.shtml